



Behavioral Health
Workforce Education & Training (WET)

Leadership Development Program

Information Session
Program Year 2021

Workforce Education & Training
October 1, 2020



- Leadership Development Program (LDP)

- Focus groups held in 2008
- Pilot program – 2011

- Goal

- Develop leadership capabilities in DBH staff at all levels of the organization
- Succession planning for future leadership



- Prerequisite to County Management & Leadership Academy (MLA)
Prerequisite for the 2022 MLA cohorts

20 seats available

Open to DBH staff of any classification



■ Exclusions

- Probationary
- Performance Improvement Plan (PIP)
- Any rating of Below Standards (B) on the most recent Work Performance Evaluation (WPE)

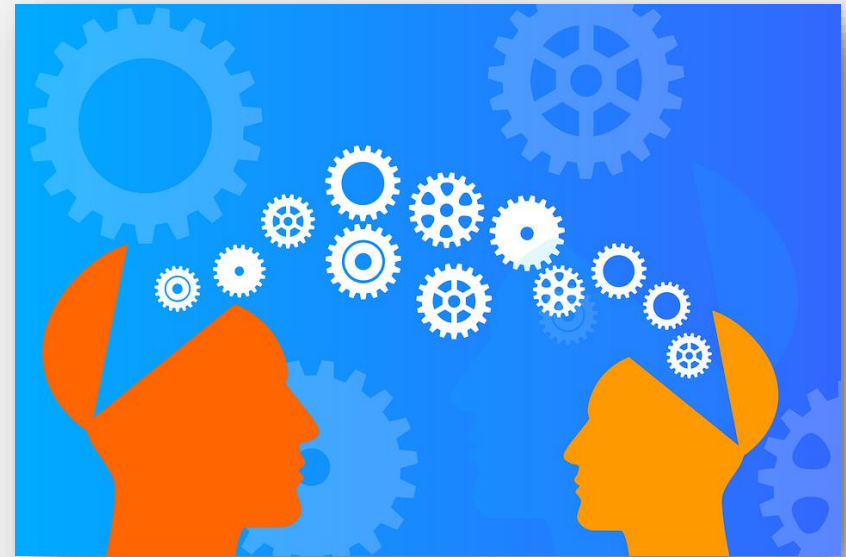
■ Required Approvals

- Direct Supervisor
- Manager (if not your direct supervisor)
- Deputy Director

- New curriculum developed with department needs in mind
- New topics chosen to provide participants with a solid foundation for understanding leadership overall and within the context of DBH



- Participants will meet regularly with their assigned mentor
 - Monthly meetings – 1 hour each
 - Job Shadow Day – 6 hours
- Mentors are chosen from amongst the DBH leadership, including:
 - Executive Team
 - Senior Program Managers
 - Program Manager II team
 - Program Manager I team





Communication

- Verbal
- Interpersonal
- Written



Goal Setting

- SMART Goals
- Timelines
- Objectives



Presentations

- Skills & Audience Engagement
- Content Creation
- Presence & Delivery



Project Management

- The 5 Phases of Project Management



Team Building

- Problem-Solving
- Planning
- Building Trust



Supervisory Skills

- Leadership Styles
- Conflict Management/Resolution



Organizational Skills

- Physical Organization
- Planning
- Teamwork



Professional Growth

- Transitions
- Advancement
- Human Resources



Job Shadow Day

- Up to 6 hours spent shadowing your LDP Mentor
- Follow-up session at WET to debrief



Self Care & Wellness Session

- Self Care, Burnout, Compassion Fatigue, and more
- Gathering Event to celebrate progress



Field Trip

- Travel off-site with your classmates
- See a major County facility or project in action



Administrative Staff Meeting Presentation

- Present your group's final project to the DBH Executive Team



Each full in-class day consists of the following:

- Lecture
- Activities
- Reading
- Writing
- Presentation
- Group Work
- Guest Speakers

Time	Activity
8:00 – 8:30 am	Introductions Housekeeping Discussion: Homework
8:30 – 10:15 am	Lecture <ul style="list-style-type: none">▪ Activity
10:15 – 10:30 am	Break
10:30 – 11:00 am	Guest Speaker
11:00 am – 12:00 pm	Lecture <ul style="list-style-type: none">▪ Activity
12:00 – 1:00 pm	Lunch
1:00 – 1:30 pm	Guest Speaker
1:30 – 1:45 pm	Activity Prep
1:45 – 2:45 pm	Writing Activity
2:45 – 3:00 pm	Break
3:00 – 4:00 pm	Presentations

Full Day In-Class Sessions

- February 2
- March 2
- April 6
- May 4
- June 1
- July 6
- August 3
- September 7

Special Sessions

- October 5 – Shadow Day
- November 2 – Self-Care
- December 7 – Field Trip

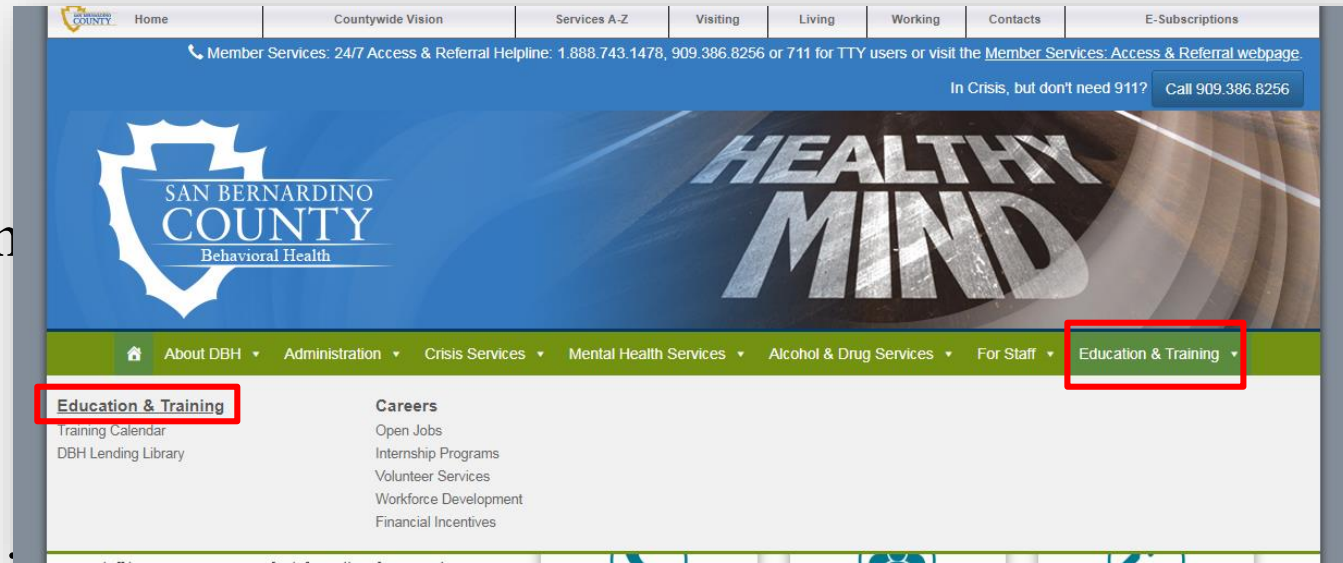
Partial Days

- January 28, 2021 – Kickoff
- TBD – Group Project Presentation

Total Time Commitment

- 1 workday + 1 hour mentor meeting per month for 11 months
- Two partial workdays
- Work time to complete reading and writing assignments
- Work time to complete group project

- DBH Intranet
- Education & Training
- Leadership Development Program Application



Education & Training

Employee Internships

[Employee Educational Internship Program Information](#)
[Employee Internship Application Form](#)

Training

[DBH Training Calendar of events](#)
[DBH Lending Library](#)

Leadership Development Program (LDP)

[Leadership Development Program Overview](#)
[Leadership Development Program Application](#)

Relias Learning

To Login: Visit the [Relias Learning website](#). Use your DBH login information previously issued.





**San Bernardino County
DEPARTMENT OF BEHAVIORAL HEALTH
Workforce Education and Training**

**LEADERSHIP DEVELOPMENT PROGRAM
APPLICATION**

All responses on this form must be electronically typed, and all required signatures must be obtained prior to submission. Handwritten or incomplete applications will not be considered.

CONTACT INFORMATION

Name			
Job Title/Position		Employee ID	
Program/Clinic			
Work Phone		Cell Phone	

APPLICATION INFORMATION

Why should you be considered for the Leadership Development Program?

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What are your career goals for the next 5-10 years?

How will the LDP program contribute to the achievement of your career goals?

What are the leadership traits you value the most?

APPLICANT

By signing this I agree to participate in, and personally complete, all aspects of the Leadership Development Program, including, but not limited to, in-class sessions, reading assignments, team projects, presentations, and other training related activities. I understand that delegating any portion to others will result in my removal from the program.

Applicant Signature		Date	
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DIRECT SUPERVISOR

A signature below from the applicant's direct supervisor is an agreement the applicant received a Meets or Exceeds Job Standards rating on the Overall Evaluation portion of their most recent Work Performance Evaluation and the applicant will be allowed to participate in all aspects of the Leadership Development Program during regular work hours for a term of up to one year.

Name		Title	
Signature		Date	

MANAGER (If not Direct Supervisor)

A signature below from the applicant's manager is an agreement the applicant will be allowed to participate in all aspects of the Leadership Development Program during regular work hours for a term of up to one year.

Name		Title	
Signature		Date	

DEPUTY DIRECTOR

A signature below from the applicant's deputy director is an agreement the applicant will be allowed to participate in all aspects of the Leadership Development Program during regular work hours for a term of up to one year.

Name		Title	
Signature		Date	

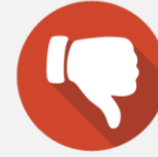
SUBMISSION INSTRUCTIONS

Completed applications must be submitted via email to
DBHtraining@dbh.sbcounty.gov by 5:00 PM on the application closing date.
Incomplete, handwritten, or late applications will not be considered.



Do

- Review and edit your work
- Make sure your responses answer the questions
- Sign the form
- Obtain signatures from:
 - Direct Supervisor
 - Manager (if not Direct Supervisor)
 - Deputy Director
- Submit on time, typed, and via email to
DBHTraining@dbh.sbcounty.gov



Don't

- Turn in an incomplete or late application
- Handwrite your application
- Mail in your application or send it to a staff member's email address
- Forget to obtain all the required signatures





DBHTraining@dbh.sbcounty.gov



800-722-9866
909-252-4017



1950 S. Sunwest Lane, Suite 200
San Bernardino, CA 92415